

DISTRIBUTION MASTER LIST

Form updated 8/28/2017

☐ Routing Completed by Nicole Floyd

Project No: 20-3702

Project Name: Olympia High School - Remove Non-District User Restrictions for Ingersoll Stadium

Lead Planner: Nicole Floyd

NOTE TO PLANNER: Give name or type of document and desired mail date with at least 2 days lead time.Column 1 is Distribution List for: **NOA / Hearing Notice** ; mail date: Sept. 23, 2020Column 2 is Distribution List for: **Interested Parties - NOA/Hearing Notice** ; mail date: **10/5/2020**Column 3 is Distribution List for: **HEX Packet** ; mail date: **11/2/2020**

Column 4 is Distribution List for: ; mail date:

Column 5 is Distribution List for: ; mail date:

Column 6 is Distribution List for: ; mail date:

Column 7 is Distribution List for: ; mail date:

Column 8 is Distribution List for: ; mail date:

Column 9 is Distribution List for: ; mail date:

NOTE- Notices provided electronically unless otherwise noted below.**Legend****hard copy****DRB** - means Staff Report/Agenda (being directed to city calendar webpage) does not include memorandum.

The DRB Memorandum goes to DRB Members, Applicant, POR, RNA and some staff (SPRC or Building Official)

HEX - means Staff Report/Agenda (being directed to city calendar web page webpage)**NOA** - Notice of Application (notice, vicinity map, site plan)**Community Planning & Development**

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Building Official (**Larry Merrell**) **DRB, DRB Recommendation Memo, HEX, Decision**

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Engineering Plans Examiner ☐ **Jeff Fant**, ☐ **Tiffani King**) **HEX, Decisions**

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Building Plans Examiner (**Richard Balderston**)

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Urban Forester (**Michelle Bentley**)

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ SEPA Official (**Nicole Floyd, Other :**)

☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Historic Preservation **Marygrace Goddu** **all notices with**

☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Neighborhood Association Liaison **Lydia Moorehead** **all notices with SEPA; all notices**

going to RNA's

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Land Management/Addressing (**Jessica Pollet**)

☒ ☐ ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ City Hall Customer Service Center 1st /2nd Floor **Notices, Meeting/Hearing Agendas,**

Neighborhood Meetings, Decisions

☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Director, (**Leonard Bauer**) **DRB, HEX, SEPA Determinations, Decisions**

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Deputy Director () **Notices, DRB, HEX, SEPA Determinations, Decisions**

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Economic Development Director (**Mike Reid**) **Notices, DRB, HEX , SEPA Determinations,**

Decisions

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Long Range Planning (**Joyce Phillips**) **DRB, HEX, Decision**

☐ ☐ ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Current Planning (**Tim Smith**) **Notices, DRB, SEPA Determinations, HEX, Decision**

Public Works

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Traffic Engineering- **Dave Smith** **Decisions**

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Water Resources- Storm and Surface Water-**Eric Christensen** **Decisions**

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Water Resources- Drinking Water **Ned Holman** **Decisions, Wireless**

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Water Resources-Water Protection/ Wellhead) **Donna Buxton, Decisions**

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Water Resources-Water Protection/ Reclaimed Water) **Erin Conine, Decisions**

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Water Utilities Reclaimed Water and Cross Connection (**PW Water Back Flow**)

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Senior Pgm. Specialist-Projects w/Pedestrian Pathways (**Michelle Swanson**)

Decisions

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Maint. Ctr. (**Gary Franks, Mark Cotey, Kevin Krall, Mike Vessey**) [Decisions](#)
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Solid Waste (**Ron Jones**) [Decisions](#)
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Surveyor (**Eric Murphy**) [HEX Decisions for Plats](#)
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Water Resources/Wastewater- (**Diane Utter, Tom Swartout**) [Decisions](#)
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Water Resource Engineering & Planning Supervisor **Eric Christensen** ([Decision](#),
[Wireless](#))
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Assistant City Engineer **Steve Sperr**- [Decisions](#)
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ City Engineer (**Fran Eide**) [Decisions](#)
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Senior Program Specialist (**Michelle Swanson**) [HEX Decisions](#)

City-Other

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Olympia Fire Department (**Kevin Bossard**) [HEX](#), [Decisions](#)
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Police Dept. (**Chandra Brady**)
☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Parks, Recreation, & Cultural Services (**Laura Keehan**)
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Strategic Communications Director (**Kellie Purce Braseth**) [Notices](#), [DRB](#), [HEX](#),
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ City Manager (**Jay Burney**), [DRB](#), [HEX](#)
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Assist City Manager (**Keith Stahley**), [DRB](#), [HEX](#)
☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ City Council (**Council Members**) [Notices](#), [DRB](#), [HEX](#), [Decision](#)
☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Legal **Mark Barber** [Hex Decisions](#) [Legal Department NOA](#); [HEX Decisions](#)

Thurston County

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Assessor's Office Property Admin. (**Stevens Drew**) [NOA](#), [HEX Decisions](#)
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Auditor's Office (**Heather Hirotaka**)
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Treasurer's Office
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Resource Stewardship, Thurston County (via **Delicia Durden** to distribute) [NOA](#),
[Decision](#), [SEPA](#), [Determination](#)
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Thurston Regional Planning Council (via **Burlina Montgomery** to distribute) [DRB](#)
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Health & Social Services Dept-Environ. Health Div. (**Steven Petersen**) [NOA](#), [SEPA](#)
[Determination](#)
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Environmental Health Dept. (**Dawn Peebles, Brad Sangston**) [NOA](#), [Decision](#), [SEPA](#)
[Determination](#)
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Environmental Health Dept. -Restaurant Review (**Sammy Berg**) [HEX Decisions](#)
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Parks (Director, TC Public Works) **Donavan Willcutt**
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Road & Transportation Services (**Theresa Parsons**) [DRB](#), [HEX](#)
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Public Works, Development Review (**Kevin Hughes, Scott Lindblom**) [NOA](#), [Decision](#),
[SEPA Determination](#)
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ **Thurston County Sheriff's Office, Administrative Captain- MS- 40947-** [DRB Agenda](#)
[Only](#)
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Other: _____

Thurston County Fire Districts

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ **TCFD No. 3, Lacey Fire Dept., 1231 Franz St SE, Lacey, WA 98503**
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ **TCFD No. 6, East Olympia Fire Dept., PO Box 578, East Olympia, WA 98540**
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ **TCFD No. 7, North Olympia Fire Dept., 5046 Boston Harbor Rd NE, Olympia, WA 98506**
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ **TCFD No. 8, South Bay Fire Dept., 3506 Schincke Rd SE, Olympia, WA 98506**

Washington State

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Dept of Archaeology & Historic Preservation (**O**) [NOA](#); [SEPA Determination w/Checklist](#)
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Dept of Archaeology & Historic Preservation (sepa@dahp.wa.gov) [Electronic SEPA](#)
[Determinations](#)
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Dept of Commerce - Local Government Division (**Anne Fritzel**) [60-day notice](#)

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Dept of Ecology - SEPA Unit – NOA Non Exempt SEPA, Environmental Review SEPA Determination w/checklist

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Dept of Ecology - Shoreland/Wetland - Environmental Review (**Rebecca Rothwell**)

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Dept of Ecology – Soils Contamination (**Bob Warren**)

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Dept of Ecology - Toxic Clean-Up Program (**Rebecca Lawson**)

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Dept of Fisheries & Wildlife – Habitat & Species Program

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Dept of Fisheries & Wildlife – Marine Waters – Pierce County (**Leonard Machut**)

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Dept of Fisheries & Wildlife - Marine Waters/All Freshwater – Thurston County (**Theresa Nation**)

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Dept of Enterprise Services (previously WA ST General Admin)(**Bonnie Scheel, Michael Van Gelder**)

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Dept of Health - Water Quality (**Heather Youckton**) Drinking Water only

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Dept of Natural Resources - Aquatic Lands (**Neil Cox**)

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Dept of Natural Resources – Forestry/Trails*(**Kris Knutzen**) MS- 47015

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Dept of Natural Resources - SEPA Center NOA w/Environmental Checklist

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Dept of Transportation Olympic Region (**Dale Severson/Debbie Johnson, George Kovich**) along I-5/ Hwy 101 Hex Decisions

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Recreation & Conservation Office(**Kim Sellers**)Park/Trail Property also HEX Decisions

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Other _____

United States

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Army Corps of Engineers–Seattle Regulatory B (**Darren Habel**) Navigable Waterways/Wetlands, HEX Decisions)

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ **FAA – Planning & Requirements Group***

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ FCC (**Kris McGowan**)

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Fish & Wildlife Service - Lacey (Consultation & Technical Assistance)

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ **Fish & Wildlife Service –Habitat Program (Jeff Davis)* MS- 43143**

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ National Marine Fisheries Service- Fisheries Biologist- (**Gayle Kreitman**)

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Other: (Matthew Bennett) - Army Corps - SEPA Determination

Other

☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ **Nisqually Tribe (Ken Choke, Annette Bullchild, George Walter)** NOA, SEPA Determination w/ Environmental Checklist)

☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Squaxin Island Tribe (**Shaun Dinubilo, Jeff Dickison**)* NOA, SEPA Determination w/ Environmental Checklist]

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Intercity Transit (**Steve Swan, Brian Nagel, Rob LaFontaine**)

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ LOTT Alliance - Wastewater Treatment Facility (**Michael Strubb**)

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ LOTT Alliance – Environmental Compliance (**Julie Dufresne**) and (**Brian Topolski**)NOA

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Olympic Region Clean Air Agency (**Mark V. Goodin**) ORCAA Senior Engineer HEX

Decisions

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Port of Olympia SEPA Official (**Rachael Jamison**) SEPA Determination w/ Environmental Checklist, HEX Decisions

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Port of Olympia (**Barb Tope**) HEX Decisions

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Thurston County Economic Development Council (**Michael Cade**) DRB

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ North Thurston School District (**Mike Laverty**)

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Olympia School District (**Tricia Nicholas**) NOA

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Puget Sound Energy (**Amy Tousley**) Notices, DRB

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Comcast, Robert Johnson Outside Plant Engineer* Notices, DRB & HEX Hard Copy

Agenda Only

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Qwest/Centurylink (**Dean Jacobson, Alex Jaunzems**) Notices

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Olympia Lacey Tumwater Visitor and Convention Bureau (**Moirra Davin**) Notices

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ City of Lacey (**Rick Walk**) Projects within 1000 ft of

☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ City of Tumwater* (**Mike Matlock, Chris Carlson**) Projects with 1000 ft of

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Chambers Ditch District – (**Dan Budsberg**) C & C Engineering

☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Media List (**The Olympian; KGY, Little Hollywood Blogspot, Olympia Power & Light, MIXX96, Business Examiner**) [Notices, DRB, HEX, Decisions](#)
☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Neighborhood Associations ([LIST THEM](#)) **SUPPORT STAFF: Notices sent via email MUST be sent BCC]**

N. Carlyon, gov. stephens, cain rd., Wildwood, Nottingham

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Jay Elder jayelderONNA@comcast.net Olympia Northeast Neighborhoods Alliance - OMNA
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Mike Dixel mikedixel@gmail.com Olympia Northeast Neighborhoods Alliance -OMNA
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Collation of Neighborhood Association President (**Phil Schulte**) - **Wireless Communication Facilities NOAs**
☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Applicant Complete [Mailing or email address needed:](#) Tricia Nicholas, tnicholas@osd.wednet.edu; Alanna Peterson, Alanna.Peterson@pacificalawgroup.com; Denise Stiffarm, Denise.Stiffarm@pacificalawgroup.com
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Applicant's Representative(s) [Complete Mailing or email address needed:](#)

HEARING EXAMINER STAFF REPORTS

☐ ☐ ☒ ☐ ☐ ☐ ☐ ☐ ☐ **Hearing Examiner: Mark C. Scheibmeir** (Other Examiner) [Agenda, Staff Report w/attachments](#)

*** Mail Hard Copy** **SUPPORT STAFF- Send a courtesy email to examiner (cc hex clerk) in a separate email/provide link to HEX Calendar OR attachments w/ Agenda/Staff Report w/Attachments]**

☐ ☐ ☒ ☐ ☐ ☐ ☐ ☐ ☐ **CP&D Hex Clerk (Jennifer Lee)** [Hearing Notice/Staff Report w/attachments/Agenda/Decision* Hard Copy](#)

File a copy of the HEX Decision and add data into excel spreadsheet [\\calvin\cpd\PLANNING\HEARING EXAMINER DECISIONS](#)

DESIGN REVIEW BOARD

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ **Design Review Board Members (Full Packets-Agenda, Staff Report w/attachments,Plans)*Mail Hard Copy**

[\(NOTE-for DRB Memorandum- send via email or link to city calendar page\)](#)

SUPPORT STAFF- Send a courtesy email to DRB Members in a separate email /provide link to DRB Calendar

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ **DRB/Heritage Commission Joint Review Committee/Sub Committee (Full packets/Hard Copy Mail)**

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ **Record of the DRB (DRB Agenda/DRB Memorandum/signin sheet)**

SUPPORT STAFF- Save document at Calvin\cpd\aa_Design_Review_Board\DRB Record

☒ ☒ ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ **Parties of Record (POR)** see [Separate List](#)

☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ **Adjacent Property Owners (APO)** see [Separate List](#)

Attachments for APO and POR mail notice (**PLANNER to provide**)

- Notice of Application (vicinity map, site plan)
- Notice of Land Use Approval (approved site plan)
- Notice of SEPA Determination (vicinity map and site plan)
- Other

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ **EXTRA COPIES** (☐ Staff Report and Attachments (**PLANNER-** Indicate how many)

☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ **Site Posting-** Copy to Planner made with rain paper [SEPA Determinations, Public Hearing Notices](#)

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ **Attachments for email notice (PLANNER to provide)**

- Notice of Application (vicinity map, site plan)

- Notice of Land Use Approval (approved site plan) Environmental Checklist, if applicable
- Notice of SEPA Determination (Environmental Checklist)
- Other

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ FILE COPY (Originals back to Planner)

PUBLISH LEGAL NOTICE [[PAID Legal Advertisement.](#)]([Public Hearing Notices](#)) **PLANNER**- Enter Date to be

Published by:

☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ The Olympian ([short version](#)) **PROJECT COORDINATOR**- Creates short version legal
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Other: _____

Customer Courtesy (Outlook/Public Folder/CPD)

- ☐ Bob Jacobs- [DRB Agenda](#) ☐ Skillings Connolly- [DRB Agenda](#)
☐ Richard Phillips- [DRB and HEX Agendas](#) ☐ Hatton Godat Pantier [HEX Agenda](#)
☒ Bracy & Thomas [HEX Agenda](#) ☐ Jamie Glasglow- Wild Fish Conservancy- [HEX Agenda and Staff Report](#)
☐ Robert Shirley- [Director Decisions](#) ☐ Tenino Independent [HEX Agenda](#)
☐ Citizens Requesting SEPA Determination – [SEPA Determination](#)

FOR SUPPORT SERVICES (SS) ONLY:

<input type="checkbox"/>	Adjacent Property Owner list- Envelopes completed	<input type="checkbox"/>	Hard Copies	
<input type="checkbox"/>	Parties of Record- Envelopes Completed	<input type="checkbox"/>	<input type="checkbox"/> extra copies to Planner (DRB or HEX)	
<input type="checkbox"/>	Main Document Edited and sent back to originator for final approval	<input type="checkbox"/>	<input type="checkbox"/> Copies made for Envelope Mailing	
		<input type="checkbox"/>	<input type="checkbox"/> Rain Paper Copy	
<input type="checkbox"/>	Legal Notice (template in aaa HEX File) See schedule for deadline w/Olympian for Publishing. <input type="checkbox"/> Cover Letter to Olympian (is created by SS) <input type="checkbox"/> Legal Notice Document (Created by SS- use simplified version) <input type="checkbox"/> Email- Word version notice and cover letter to legals@theolympian.com	<input type="checkbox"/>	Courtesy Email sent to Examiner or DRB Members (directing them to Legistar city calendar page)	
		<input type="checkbox"/>	Check/Update all city calendars for accuracy (City calendar, Legistar city calendar and CPD Planning Calendar)	
<input type="checkbox"/>	Legistar Process <input type="checkbox"/> Attachments (scan OCR and Label) <input type="checkbox"/> Agenda Creation (created by SS) <input type="checkbox"/> Publish to web <input type="checkbox"/> Minutes/Decision			
<input type="checkbox"/>	Master Distribution Email Drafted. NOTE if items are posted to the web provide the link to page instead of attachments to the recipients.	<input type="checkbox"/>	Return-Originals/MDL and Email sent of notice back to Planner	
<input type="checkbox"/>	Process Attachments and Label/OCR, saved in Planning Project File (attachments to email always in pdf format)			

Updated 8/12/2015